



# DISPOSITION

THE NEWSLETTER DEVOTED TO THE INITIATIVES OF THE GSA PROPERTY MANAGEMENT PROGRAM

“The first source of supply!”

AUTUMN 2004

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## A TRIBUTE: IN THE EYE OF THE STORM

*“These are the times that try men's souls. The summer soldier and the sunshine patriot will, in this crisis, shrink from the service of their country; but he that stands it now, deserves the love and thanks of man and woman. . .”*

- Thomas Paine (The Crisis)

If there was ever a time that one could stand up proudly and declare, “I’m a government worker!” it is now, as we stand in the shadow of the terrible hurricane season, especially in the Southeast and Mid-Atlantic regions of the country. Thanks to associates from GSA and federal and state agencies nationwide the lives of hundreds of thousands of citizens are being made a little better, a bit more tolerable, and somewhat more optimistic than they were in the immediate wake of the devastation. For what these co-workers are bringing to the people is something very precious—they bring some light into the darkness. Not the false illumination of the “sunshine patriot,” as Thomas Paine, the Revolutionary essayist describes above, but something more basic to the human condition, and yet, at the same time, more transcendent—they bring the light of *Hope*. Like Prometheus taking fire from the gods and giving it to mankind because he knew it was the right thing to do, the associates who volunteer to work countless hours, locate needed property, provide supplies, sacrifice weekends, and sleep in sometimes grim conditions, act upon impulse. These are the special ones that represent the best in all of us and display their love of fellow citizens openly through instinctive reactions to a human crisis. By so doing, they help define public service the way that we like it to be defined—proud, selfless, magnanimous, and compassionate. And although it is impossible to place a real value on these efforts, it is important to note that our Southeast and Mid-Atlantic personnel have supplied over \$3 million of excess federal property such as vehicles, generators, clothing, and appliances for relief purposes; generated \$2 million in revenue for FEMA from GSA sales this past summer; and devoted

hundred of hours of “hands-on” support to the ravaged regions—in just the early stages of the recovery. And their work, as well as *our own supporting roles*, has just begun. Because, while many of us wished or volunteered to be there, but couldn’t because commitments and daily tasks kept us closer to home, our feelings are no less noble than those in the eye of the storm.

As long as our thoughts and deeds are channeled towards those who are suffering, we all become part of the recovery. In the end, the volunteers become extensions of

our souls and projections of our hearts that remind us poignantly of why many of us got into public service to begin with—to serve our fellow citizens and, when the times come, to help bring a little light into their lives. These are the times!

### Autumn ‘04

- A Storm Tribute
- FEDS’ New Look
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An excess 5-ton “Bush” (firefighting) truck obtained through the coordinated efforts of GSA and USDA/Pennsylvania Forestry District 18 comes to the rescue of stranded citizens in Pine Grove, PA, during the recent hurricane season.

## HERE COMES GSAXcess®--FEDS' NEW LOOK!

Just when you thought it was safe to show off that new look or image of yours—you know, the Barbie face-lift, punk hairdo, chiseled Arnold biceps, retro bell bottoms, Converse All Star sneakers, and the 40<sup>th</sup> Anniversary Mustang sport coupe—along comes something that has taken “change” to an even greater extreme—FEDS (i.e., the Federal Disposal System)! Yes! That’s right! That almost decade-old GSA automated property inventory system is not only enjoying its new electronic face-lift—it’s now interfaced into the new GSAXcess® format—but it is also changing the way it does business and even improving its personality. Now, you non-believers and pessimists out there might be rolling your eyes and guffawing about the likelihood that a government-wide inventory system could attain the stylish look of a movie star or the uninhibited feel and character of a classic roadster, but FEDS is making a run for that celebrity status . . . and more. It started early in the 2004 fiscal year when FEDS began its transformation from a rather dull, matter-of-fact, on-line property system—that seemed to turn some people “off”—to a glittering, multi-faceted, debutante—that was as effective as it was colorful. That’s because the GSA Property Management Program went all out to redesign FEDS in such a way that it would become both user-friendly and “fun” to use. First to be improved was the “face” of the system—and we don’t mean just minor attributes like “crow’s feet” and wrinkles—as FEDS was interfaced into the “big picture” and became an integral part of the GSA Property Management profile, given a look and feel similar to the successful GSA Auctions® website. The new web portrayal of FEDS, named GSAXcess®, included a new introductory page, less formal sign-in requirements, new drop-down boxes, more descriptive “links” to persons and programs, new categories of property, new item counters, new “shopping cart” technology, innovative search devices, and a collage of color and pictures that set the tone for a new portrayal of the property management program as a whole. But GSA didn’t stop there. As the year progressed, it continued to fine-tune and refine its creation into something that would go beyond beauty that was skin-deep into something that had style and substance too. These later refinements took the form of multi-faceted changes in the new GSAXcess® format that were more practical than pretty, including an “Ask the Expert” link to assist users with everyday or difficult questions; an attachment mechanism to allow the input of pictures into GSAXcess® once (when reporting) rather than twice (when selling too); a “Want List” facet that allows

agencies to indicate their property needs and direct the location of their searches; a “pop-up” window that helps agencies more clearly identify vessels and special commodities during the reporting phase; the development of new report mechanisms for both users and operators of the system to allow more accurate control and management of transactions; a new and streamlined method for authorizing and assigning user codes for the GSAXcess® system; a new and more effective on-line format for retrieving historical data on property, and much, much more. Now, we’re not saying that FEDS, or its new manifestation, GSAXcess®, is going to be the next James Dean, Corvette Sting Ray, or even IBM of its generation. But it’s sure looking good these days—especially when it’s in the limelight helping agencies from coast-to-coast! Why, it even recently got that little, circled “R” after its name to make its new image official. So, move over James, Chevy, and Big Blue. Here comes GSAXcess®--the new look in property management!

## IT’S MORE THAN JUST A PRETTY FACE

The new functionality of GSAXcess® (as outlined in the adjacent column) is being well received by customers nationwide. So well, in fact, that GSAXcess® received the 2004 Romney Achievement Award for Innovation in Personal Property Management, given by GSA’s Office of Governmentwide Policy. So, visit GSAXcess® and contribute to savings to taxpayers. Access GSAXcess® at [www.gsaxcess.gov](http://www.gsaxcess.gov), or find your local GSA Area Property Officer at [www.gsa.gov/apo](http://www.gsa.gov/apo) for assistance. You’ll see that GSAXcess® is not just a pretty face.

## PROPERTY -- BY THE BOOK . . . . .

### “How may we dispose of foreign personal property?”

“To dispose of foreign excess property, you may:

- (a) Offer the property for re-use by U.S. Federal agencies overseas.
- (b) Return the property to the U.S. for re-use by eligible recipients.
- (c) Sell, exchange, lease, or transfer such property for cash, credit, or other property.
- (d) Donate medical materials or supplies to nonprofit medical or health organizations . . .
- (e) Abandon, destroy or donate such property when you determine that it has no commercial value or the estimated cost of care and handling would exceed the estimated proceeds from its sale . . .”

(41 CFR, Part 102-36.390)

## THE PPC: THE OTHER “MONUMENT” IN DC!

Okay. We know. It doesn't have the grandeur of the Lincoln Memorial, the grace of the Jefferson Memorial, or even the rambling opulence of the famous Willard Hotel in downtown Washington. But what it does have is true grit and effectiveness in finding property management solutions—even if it is in a warehouse setting. We're talking, of course, about the Personal Property Center (PPC) in Springfield, Virginia. The PPC sits right across the river from DC, and it's no longer the "best kept secret" in GSA. In fact, with its companion on-site programs—the Furniture Reclamation Center (excellent refinished furniture and designs) and the Surplus Sales Center (exceptional bargains from public sales)—the PPC has become a "must see" monument of sorts in Washington, DC. That's because not only does it help agencies dispose, store, transfer, and obtain millions-of-dollars of excess property each year in the DC area, but it is also gaining national and international prominence as well. Just this past year, the PPC was instrumental on several fronts, including its support for military agencies, civilian educational initiatives, judicial forums, and even international events. For example, the PPC supplied key equipment and supplies to military and security activities here and abroad. This involved almost 1000 pieces consisting of ADP items, office machines, forklifts, furniture, filing cabinets, and miscellaneous items—valued at over \$430,000—to a host of operating units, including the 82<sup>nd</sup> Airborne Division; the U.S. Army Support group from Fort Carson, Colorado; the U.S. Marine Corps; and the Department of Homeland Security. In addition, the PPC did its homework by arranging the donation of some 1,800 pieces of ADP equipment valued at over \$2.4 million to schools in Washington, DC, and East Coast states. The PPC did not stop there either, as it showed it had a "politically-correct" side as well when along with the Furniture Reclamation Center, it provided the Presidential Inaugural Committee and Election Assistance Commission over 100 pieces of excess furniture and designs for upcoming election events. Although these efforts are notable, appreciation for the PPC reached its zenith this past spring when it provided over 220 pieces of refurbished furniture valued at \$65,000 for use by the International G8 Summit in Atlanta, Georgia. Once word got out about this, everyone got in the act, including the U.S. Courts, which requested a wide array of excess furniture solutions for offices from Virginia to New Mexico. Overall, you could say it is a "monumental" year for the PPC and is a "must see" when you're next in Washington.

#### HELPFUL HINTS FOR ADP EQUIPMENT

Let's face it. Disposal of ADP equipment is a problem—especially nowadays when new technology is proliferating, computer use is skyrocketing, and safe disposal methods are diminishing. Yes! I know! Thanks for the reminder! Yet, there are some steps that agencies can take to help. Here are some helpful hints:

1. Maintain the equipment in good condition: Complete an inventory; keep all items, accessories, and user guides together as sets; place "like" ADP sets on pallets if available; "shrink wrap" pallets, if possible; and, store in a safe/secure place, preferably near a loading dock.
2. Remember "Excess is the first source of supply": Advertise first in your own agency. Also, don't forget that agency field offices don't always have access to the same "high-tech" instruments as regional offices. Get the word out.
3. Follow the normal GSA process: Report the items on GSAXcess® (by adhering to No. 1, above, disposals become more feasible). If items are outdated or damaged, the Abandon & Destruction (A&D) process may help at the end of the process. Inquire with GSA.
4. Donate the ADP items to schools under guidelines of Executive Order 12999: This is a great win/win solution. You can access the website [www.computers.fed.gov](http://www.computers.fed.gov) for information on Computers For Learning.
5. Scrap the items: Dispose items consistent with local, state, and federal guidelines. Inquire with GSA about authorized "scrap" contractors.
6. Transfer the items to Federal Prison Industries-Unicor: Items must be designated as "scrap" to do this. Some facilities may pick up/transport.

Agencies must ensure that the equipment does not contain anything that could compromise the safety and security of government operations and the public.

#### Did you know . . . ? ? ?

that the GSA Property Management Division has added "practice access codes" to GSAXcess®, posted key e-mail addresses on FEDS-generated forms, authorized APO's to grant access to pre-cleared DoD civilian and military personnel, considered offering "accredited" property courses regionally this year (just like at the GSA Expo), and segregated item control numbers by "plant clearance case number" on all transfer orders for PCARSS items? Yep! Just thought you'd like to know.

**\*APO NAMED GSA PERSON OF THE YEAR\***



The national Users and Screeners Association (USA) named GSA Region 3 Area Property Officer (APO), Karen Somerville, "GSA Person of the Year" this past August at its annual conference in Orlando, Florida. The USA is an independent consortium of representatives from federal agencies, cost-reimbursement contractors, project grantees, land grant universities, and others connected with the Federal Excess Personal Property (FEPP) program. USA president, Carl Marsh, presented Karen with a plaque that recognized her "For Exceptional and Dedicated Service" in the distribution of federal excess personal property this past year, a distinction that reflects upon her and the collective merits of the GSA workforce. From all of us in GSA, we wish to congratulate Karen for a job well done.

### **GSA MAKES A BIG SPLASH IN HAWAII!**

And you thought only Region 4 had all the excitement (with those yacht sales down there). But not so! So says the invigorated Region 9 Pacific Rim Property Management Division. The property associates out there are providing "Service with aloha," you might say, as they transfer nautical stuff of a stylish sort to needy recipients. Most recently, the division, thanks to the get-your-feet-wet attitude of the Area Property Officer, Linda Shindo, formulated a plan to get a large catamaran (multi-hulled) boat to the University of Hawaii (UH). The excess "cat" was found marooned during "wash post" activities at the local military base that housed operations of the Space and Naval Warfare Systems Activity Pacific (SPAWAR). The agency was swamped with property and the transfer of the boat (to a program that *really* needed it) was awash in deliberations for weeks as the SPAWAR tried to work out parameters. Eventually, the local APO jumped in (with both feet of course) and made a big splash with the key help of the DRMO-Hawaii and the State Surplus Agency of Hawaii by outlining a plan to donate the boat to the UH School of Ocean & Earth Science & Technology. The boat was donated to the school in early October and the university put it to use in support of oceanic research. As a result, one might say "They're all wet!" out there thanks to GSA. Or, at least, you'll admit that even in Hawaii, "No man is an island!" when GSA is with you. Okay. Maybe, we better just stick to "Aloha!" And a big "Mahalo!" to Linda, too.



A fish-eye view of the "Cat" out-of-water

### **STANDARDIZED VEHICLE DESCRIPTIONS**

To standardize vehicle descriptions for on GSA Auctions®, the Property Management Division has devised new guidelines to help federal agencies report excess vehicles. The following details are derived from the GSA Motor Vehicle Standard Description And Vehicle Checklist:

#### **Agency Name and Report No./Vehicle No.**

Including Manufacturer, Make, Body Style (Coupe, Sedan, SUV, etc.), Model, Year, VIN, Capacity, Transmission, Body Color, Tires (Make, Model, etc.), No. Doors, Fuel Type (Unleaded, Diesel, Bi, etc.), FSC, No. Cylinders, Pickup Bed (narrow or wide), Tonnage, Feet Long, GVWR, Odometer, Actual or Unknown Odometer reading.

#### **Checklist of Special features and Accessories**

Including (if applicable) 4x4, 4x6, 6x6, Airbags, Aux. Gas Tanks, A/C, Alloys, AM/FM, Anti-Lock Brakes, AWD, Cassette, CD, Cruise, Crew Cab, Dual Wheels, Ext. Cab, Fabric or Leather, Hub Caps, Inter. Wipers, Keyless, User Manuals, Power (brakes, locks, mirrors, steering, windows, seats), Rear Defrost, Side Packs, Sunroof, Tilt Steering, Tire Chains, Utility Body, Winch, and others.

#### **Checklist of Vehicle Condition**

Including (if applicable) A/C Inoperable, Battery Dead/Missing, Body Damage/Rust, Brakes Worn, Minor Dents, Engine (Parts/Repairs Required), Axle Damage, Problems (body, gauges, electrical, exhaust, lights, mechanical, radiator, starter, suspension, transmission, windshield, etc.), Fire Damage, Flood Damage, Keys Missing, Tires (condition), and others, as well as Major Accidents and Other Deficiencies.

#### **Condition Codes**

- Code 1 = Excellent
- Code 4 = Usable
- Code 7 = Repairable-Moderate Mechanical or Accident Repairs Required
- Code S = Scrap-Major Repairs Required that may be Impractical or Uneconomical
- Code X = Salvage-Not to be "Titled" for Highway Use

The completed checklist must be sent along with a SF-120 or SF-126 when the agency forwards vehicle data to the respective regional GSA sales office. Copies of the actual checklist are available from the GSA website or by contacting the regional GSA sales office in your area.

*= Disposition Newsletter =* 

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